

Participants - HERE'S HOW TO GET YOUR CE CERTIFICATE

This process is designed so you can receive your CE certificate easily using the Internet on a home or work computer.

You must be registered with HealthNet to utilize the **Program Viewing or Internet Evaluation and Testing portion of the program**. If you have previously completed and turned in a pink HealthNet SIGN UP FORM, you are already registered and may use the program immediately. If you have not yet registered, please see your Site Coordinator right away.

Helpful Hint: The speed in which you complete this process can be influenced by the way your system has been connected to the Internet and also the amount of traffic that is on the Internet.

Password: You will need to create your own password the first time you sign on. You will use this password each time you access the program, so please memorize it. Keep your password simple, such as your last name.

Also, when you use the **Back** button on your Internet Browser, you may receive a warning that the "page has expired." If so, press the **Refresh** button on the Browser and **Yes** to "repost form data." You will be brought back to the previous screen and you are now ready to proceed.

TO GET STARTED:

- Select and view a *HealthNet* Program on videocassette and/or CD-ROM, or the internet.
- Make a note of the program's 4-digit Program Number for reference when testing later. This number may be found at the beginning of the program you viewed, on the videocassette label and/or the CD-ROM label, and on the syllabus.

GETTING INTO THE SITE:

- Access the Internet and type in the address:
www.swankhealth.com
- Click on the button titled "Military/VA CE/CME."

SIGNING IN:

- On the left side of the screen, click on "**Customer Sign-In.**"
- You will see the page *HealthNet* Member Services. Click on the "**Participant Sign-In**" button.
- At the Member Sign In page (*Screen A*), find the cursor blinking on **Site Code**. Type in your facility Site Code found at the top of this instruction sheet.
- Click on the next box below and type in your **Social Security Number**. Note: You will need to click from box to box, using all three boxes, to complete the entry of your Social Security Number.
- Place the cursor in the box below the Social Security Number to enter your **Password**. If this is your first time using the program, you will be asked to verify your password. (Passwords are not case sensitive.)
- Once you have entered your password, click on "**Participant Sign-In**" (*Screen A*). You will see your **Hospital** name and address as well as **Registrant** name and address (*Screen B*).

You are now logged on to the HealthNet site!

SCREEN A



SCREEN B



Participants - CERTIFICATE INSTRUCTIONS CONTINUED

1. EVALUATING AND TESTING (*Instant results!*)

- Click on **Testing & Evaluation** and type in the 4-digit *HealthNet* program number. (This number may be found at the beginning of the program you viewed, on the videocassette label and/or CD-ROM label, and on the syllabus.)
- Click on **Evaluate Program** (*not shown*). Note: you must complete the evaluation portion of the program (*see next paragraph*) before you can take the post-test, which ultimately gives you a CE Certificate.
- Scroll down to the evaluation questions (*Screen C*). **Click on the circle** next to the number of your choice. (At the end of the evaluation, you may type in further comments in the box "Needs Assessment/Comments" or suggest CE topics you would like to see from *HealthNet* in the future. *Example:* Pediatric Radiography, Tube Feedings, Nutrition Support, etc.)
- After you complete the evaluation, click on **Submit Evaluation Form** (*Screen C-bottom*). The page will read, "Checking Evaluation Information-Please Wait."
- There will be a short wait.
- Click on **Proceed to Post-Test** (*not shown*). Select the answer to each question that you believe to be correct. **Click on the circle** next to the letters of your choice.
- Click on **Submit Test for Grading** (*Screen D-bottom*). Wait while your test is graded. Scroll down the page to find your results. (You must score 80% to pass the test.)

SCREEN C



SCREEN D



2. PRINTING YOUR CERTIFICATE (*For your personal file*)

To receive a CE Certificate for a program you just evaluated and passed successfully, you may **Print Your Certificate** or **Request Certificate by Mail** (If you are a Physician, Medical Technologist, or Pharmacist, your accrediting body will only accept certificates received by mail).

- To print the certificate on your printer, select **Print Your Certificate** (*not shown*). Then set your printer to "landscape" under the **page set up option** from the Browser **file** menu. Click on **Ready to PRINT**. Once the certificate is displayed on your screen, select **print** from your Browser **file** menu. Your record of obtaining this credit remains on HealthNet's permanent, confidential file.
- If you click on **Request Certificate by Mail**, an e-mail message will be sent directly to *HealthNet*. Your certificate will be printed, signed and mailed to your Education Department. Certificates for programs that are cross-accredited with the Physician, Medical Technology and Pharmacy disciplines must be "Requested by Mail."
- If you did not pass the post-test, you are informed instantly. You may go back and retake the test. Click on **Go Back**.

SCREEN E - CE CERTIFICATE



Participants - TRACKING YOUR OWN CE

3. PRINTING CERTIFICATES FROM PREVIOUS HEALTHNET PROGRAMS SECURED ON THE INTERNET (To replace lost certificates, etc.)

- Follow the instruction for Participant Sign-In on page 1.
- Click on **Print CE Certificate** at the Member Services Page (Screen F).
- Click on the **down arrow** to select the program. Then click on **Print CE Certificate** (Screen G).
- To print the certificate on your printer, set your printer to "landscape" under the **page setup** option from the Browser **file** menu. Click on **Ready to Print** (not shown).
- Once the certificate is displayed on your screen, select **print** from your Browser **file** menu.

SCREEN F



SCREEN G



4. PRINTING YOUR TRANSCRIPT (For license renewal time)

- Follow the instructions for Participant Sign-In on page 1.
- Select **Print Program Credits** at the Member Services Page (Screen F).
- Your transcript will be generated (Screen H).
- To print the transcript, select **print** from the Browser **file** menu.

SCREEN H



LOGGING OFF THE SITE:

Select exit from the file option on your Browser file menu.

HOW TO VIEW HEALTHNET PROGRAMS ON THE INTERNET

STEP 1

For viewing our programs online, your computer must meet the minimal system requirements as follows:

PC COMPUTER

Pentium II 233 mhz or higher
Windows 95 or higher
16mb RAM or higher
1gb Hard Drive or higher

MACINTOSH COMPUTER

Power PC 180 mhz or higher
Mac OS 7.6.1 or higher
16mb RAM or higher
1gb Hard Drive or higher

Both systems require the following:

- Sound Card & speakers
- 16bit or higher color display
- Connection to Internet: 56k modem or higher
- Internet Web Browser (Internet Explorer 4.0 or higher/Netscape Communicator 4.0 or higher)
- Either Quicktime or RealPlayer media players

STEP 2

After establishing the minimal system requirements, the next step is to make sure your computer has the appropriate software installed for viewing video over the Internet. Swank provides three formats for viewing our programs online: QUICKTIME, REALVIDEO, and MEDIA PLAYER. All three types of player software is provided free for you to download and use.

To check if you have Quicktime, RealVideo, or Media Player installed on your computer, click on your "start" menu and select "settings" then "control panels." For assistance installing Quicktime, RealVideo, or Media Player, access the appropriate links on our website www.swankhealth.com (sign in under "Customer Sign-In", select "View Program On-Line" and click on "1st Time User Instructions.")



STEP 3

After establishing the minimal system requirements and the necessary software is installed, you can begin viewing our programs on your computer through your web browser. Sign in under "Customer Sign-In", select "View Programs On-Line" and choose the discipline that interests you. A list of programs available for viewing is provided. Select a program by clicking on the blue "view program" button next to the title.



HOW TO VIEW HEALTHNET PROGRAMS ON THE INTERNET

STEP 3, CONT.

To begin viewing a program, select the type of media you are using (Quicktime, RealVideo, or Media Player). Then select the type of connection you have:

"Network Connection" is any computer that accesses the Internet through its own computer network without the use of a modem. Typical connections are defined as ISDN, T1, or a T3. These are high bandwidth, high speed connections that can handle large amounts of data at one time.

"Modem Connection" is any computer that is accessing the internet through its own modem connected to a phone line. Typical download speeds are 28.8k, 33.6k and 56k. These are low bandwidth connections and cannot handle large amounts of data at one time.



FOR BEST RESULTS

Make sure your monitor is set to 16-bit color or higher. You can change your monitor settings by accessing the "display control panel." Just click on your "start" button and select "settings" then "control panels." Double click on the "display control panel" and select the settings tab to switch to 16-bit color depth.

We recommend you have only the Internet Web Browser application running. (Viewing our programs over the Internet can be memory intensive and you may see some interruptions in sound and picture if you have other applications running in the background.)

If you have any problems viewing programs on-line, please call Swank HealthCare Services at 1-800-950-4248 Monday through Friday, 8am - 5pm CST or email us at support@swank.com.